

**Minutes of the Whangaparaoa College Board of Trustees Meeting held on
Wednesday 14 August 2019 at Stanmore Bay Road, Whangaparaoa
Commencing at 6.30 pm**

Present

James Thomas, Heidi Parlane, Ben Creevey, Alex Jones, Mat Harris, Derek Middleton, Craig Caminos, Ian MacLeod, Marina Vaha

In Attendance

Caroline Butland (Minute Secretary), Lisa White (DP), Jo White (DP)

1. Karakia / Waiata – All sang the school Waiata

2. Conflict of Interest Nil

3. Apologies Gabrielle Martell-Turner

4. Decisions/Resolutions:

a) Possible co-options

The Board moved into Committee at 6.59 pm to discuss possible co-options.

Motion: *“That under section 47 (1) (d) of the Local Government Official Information and Meetings Act that the public be excluded from the following part of the meeting. The Board wishes to discuss the matter in private as it involves the privacy of students/staff.”*

The Board moved out of Committee at 7.05 pm.

Resolution: “To invite Bobbie-Jo Wilson to join our Board of Trustees via Co-option Process.”

Moved: Ben Second: Ian Carried

James to advise Bobbie-Jo of the Board’s decision.

b) Resolution: “To approve the Terms of Reference for the following sub-committees - Personnel, Property, Finance, Policy and Discipline.”

Personnel	Moved: Mat	Second: Derek	Carried
Property	Moved: Derek	Second: Marina	Carried
Finance	Moved: Mat	Second: Craig	Carried
Policy	Moved: Craig	Second: Derek	Carried
Discipline	Moved: Derek	Second: Ian	Carried

c) Resolution: “To approve the proposed trip to Japan in 2020”

How are learners selected? In 2019, all learners who wanted to go and were supported by their family could go. If the trip is oversubscribed, seniors get priority. The trip is self-funded by the learners.

James to look into:

- Some learners who went to Japan this year weren’t buddies when Japanese learners visited here

- Other learners who'd visited Japan sought out Japanese visitors to practice their Japanese, share their experiences etc.
- How are learners selected to go on the trip?

The Board have approved this trip in principle for planning to go ahead – subject to selection criteria.

Moved: Mat Second: Marina Carried

d) Resolution: "To reaffirm Caroline Butland as Returning Officer for the upcoming 2019 Student Elections."

Moved: James Second: Derek Carried

e) Resolution: "To approve the Balance Sheet Budget."

Moved: Mat Second: James Carried

Monitoring / Information

a) Jo White shared information around learner agency, personal responsibility and belonging. Kaiārahi spend one-on-one time with each learner in their ACG, getting to know them. 'Own it! Fix it! Change it!' is being used around the school to help learners take personal responsibility for their actions. There are many opportunities for learners to get involved and feel that they belong.

b) Principal's Report

James shared a scatter graph to indicate how the needs of learners in one class can be so different. This graph also shows progress and achievement so teachers can see individual needs.

c) **Work in Progress** – schedule updated.

5. Sub Committee Reports

- a) **Finance** – Mat highlighted a few points including 'donations' – we collect subject fees so we're not pushing too much on donations. Suggestion that the Finance Committee minutes are added into the next 2 board packs – review in December.
- b) **Property** – ICT Mezzanine – too expensive to close in for phase 1. Should go to Property committee to be intentional decision not to close in – make recommendation why/why not to close it in. Style of Marae – there are 2 choices available – the BoT will need to decide. 'Narnia' is out of bounds during the school day– learners know this but use it to get to and from school – there may be H&S concerns due to trees. James to consider H&S section in Principals report and give consideration to rhythm of meetings – H&S meetings and Property meetings.

c) Discipline

The Board moved into Committee at 8.55 pm to discuss Discipline.

Motion: *"That under section 47 (1) (d) of the Local Government Official Information and Meetings Act that the public be excluded from the following part of the meeting. The Board wishes to discuss the matter in private as it involves the privacy of students/staff."*

The Board moved out of Committee at 9.25 pm.

7. General Business

- a) September Strategic Meeting: property planning – discuss aesthetics and fit for purpose.
Timing for topics: 2020 Improvement Plan first draft (1 hour), Property planning (30 minutes), feedback from Marina and Gabrielle from conference (20 minutes each), Staff Trustee PD (5 minutes).
- b) It has been decided to have an 'ad hoc' subcommittee made up of: Gabrielle Martell-Turner, Marina Vaha, Craig Caminos and Lisa White to discuss community involvement and the questions on the Agenda – with the lens on 'outcomes for learners'. How do we share those stories? Please bring this thinking back to the Board at the next Business meeting in October.

8. Administration

a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Tuesday 12 June 2019 be approved as a true and correct record.

Moved: Craig

Seconded: Ben

Carried

b) Any other business

6. Karakia/Farewell All sang the school song

Heidi Parlane, Chair _____

Meeting Closed at 9.40 pm

Next Strategic meeting

Wednesday 18 September 2019

Next Business meeting

Wednesday 16 October 2019